

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT NO. 12-24**

**OPEN TO: All Interested Candidates**  
**TITLE: AID Project Management Specialist**  
**GRADE: FSN-11 (Rs. 2,518,042 P.A. to Rs. 4,687,961 P.A.)**  
**LOCATION: LAHORE**

**OPENING DATE: February 17, 2012**  
**CLOSING DATE: March 1, 2012**  
**AGENCY: USAID**

**BRIEF DESCRIPTION OF DUTIES:** The Project Management Specialist (Health) will serve as a key member of the USAID/Pakistan, Lahore Team, and an important member of the overall Mission Health, Population, and Nutrition (HPN) Office team in Islamabad. Since the passage of 18<sup>th</sup> amendment resulting in the devolution of public health services portfolio to the province, the Specialist will support Islamabad Health Office and manage HPN activities focusing on the Punjab Region from the Lahore field office, providing direct and local, management, oversight and direction of health programs in the Punjab Province. The focus of the specialist would be providing support to Islamabad Health Office for the implementation of Punjab component, under the proposed Integrated Health Program (IHP). USAID will work through a public-private partnership mix, including the federal and provincial governments, the private sector, non-governmental organizations (NGOs) and local civil society and community organizations. The Specialist will represent the Mission, its activities, and its programs to the Government of Punjab (GoP) counterparts from the Departments of Health and Population Welfare, as well as to NGOs, the private sector, other donor agencies, and local communities in the region. The assignment includes responsibility for monitoring and evaluating ongoing program activities, shaping new activities, and advising USAID on key health issues relevant to the Punjab provincial and district levels. The Specialist incumbent participates in Mission-wide multi-sectoral planning, design, development, management and monitoring of USAID programs, media and outreach activities with components in the Punjab region.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of an advanced degree in Project Management, Public or Business Administration, Public Health (MPh, MBBS, or equivalent), public policy, or in a social science is required.

**EXPERIENCE:** A minimum of five years of progressively responsible, professional-level experience in pro-private sector public health, including project design, program planning, management, monitoring and evaluation, or implementation is required. At least two years of the required experience shall be in development work or related fields for a donor agencies, GoP organizations, or private sector institutions.

**LANGUAGE:** Level IV (fluent) English and Urdu language proficiency, speaking and writing, as well as spoken Punjabi (Level IV), is required.

**KNOWLEDGE:** In-depth professional knowledge, or the ability to quickly gain such knowledge, of development principles, concepts, and practices as they relate to the assignment, and to development programs in Pakistan and the Punjab Province is required. In addition, knowledge and understanding of the economic, political, social, and cultural characteristics of Pakistan; development problems, resources, and resource constraints, and the development prospects and priorities of Pakistan and the assigned regions is a necessary component of job requirements. The Specialist must have a good knowledge, or the potential to acquire such knowledge, of legislation, policy, and practice relating to development assistance; programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of relevant structures within the GoP in order to enhance effective communication is necessary; as is an in-depth knowledge of GoP institutions, policy directions, objectives, and priorities relating to the organization activities in the health sector.

**ABILITIES & SKILLS:** The ability to plan, organize, manage and evaluate program activities is desired. Bilingual verbal communication skills, tact, and diplomacy are required in order to establish and develop sustainable working relations, and a high level of trust, with senior and mid-level GoP officials, and with public and private organizations such as the primary technical contacts in the health sector. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability sufficient to interpret public policies, assist in the development of revised policies, and to develop and manage budgets is required. The ability to work effectively in

a team environment is required. Proficient computer skills are required, including fluency in Word Processing, Power Point, and Excel.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-24) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: March 01, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.